



Email Archive Detail

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To:
From: credentials@csueastbay.edu
Date:
Subj: Department Conditional Admissions Notice

Dear

Congratulations and thank you for submitting the department application for the Educational Leadership Department at California State University, East Bay for Fall Entry 2015. We are pleased to inform you that you have been admitted to the Clear Administrative Services Induction program.

You will receive a separate official letter of admissions from the CSU East Bay Graduate Admissions Office to confirm your university admissions status. Please know that you must be fully admitted to **both** the department and university in order to register and begin the program this fall.

Tentative dates, time and location

Please hold the following dates for classes for the core curriculum class you must take each quarter. They will be held from 9:00am – 1:00pm on the following Saturday's on the Hayward campus. The second class you will take each quarter is an Assessment, Mentoring and Support Practicum class. You will be assigned a coach at the first class meeting. Below is the schedule for the Saturday sessions for 2015-2016:

September 26	January 30	April 23
October 10	February 20	May 21
November 7	March 19	June 4
December 5		

You can check your status of the university admissions by viewing your [MyCSUEB](#)¹ account. **Please do not call the Graduate Admissions Office to check your admissions status. Since the university is dealing with a much higher volume of processing than our department, it usually takes a few weeks to get your notice from the university.**

Student Intent to Register

After you have received your university admissions notice, you should see in your MyCSUEB a "Student Intent to Register" link. Once the SIR appears, you will need to click on it to confirm your intention to register for classes, thus confirming your university admissions. From the point you click the button, you should be able to register for your program classes within 48 business hours. Since you are entering a cohort, there will be a spot saved for you in all your classes. For more about the Student Intent to Register process, please read more [online](#)².

You will receive a separate email in August regarding course registration for fall. You will not be able to register until you have been fully admitted to the University.

Any questions related to your admissions status can be directed to the Credential Student Service Center at credentials@csueastbay.edu.

Again, congratulations on your acceptance. We look forward to working with you in this exciting and rewarding program.

Sincerely,

Dr. Peg Winkelman
Chair, Educational Leadership Department

Dr. Ardella Dailey
Tier II Program Coordinator, Educational Leadership Department

Last modified at 8/7/2015 by

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Email Archive Detail

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To:
From: credentials@csueastbay.edu
Date:
Subj: Registration Information for Tier II Program

Welcome to the Clear Administrative Services Induction – Tier II – Credential Program for Fall 2015!

Remember, you must be admitted to the university as well as the department in order to begin the program. For the status of your university admissions and to register for classes, please log in to your MyCSUEB account at www.my.csueastbay.edu.

Please keep in mind that **tuition and fees** for fall 2015 quarter are due on **September 14, 2015**. For more information, please visit [Important Dates](#) and [Financial Services](#). Keep in mind Registration closes September 14-16, for university reporting. It will re-open on Sept. 17th. Late registration begins on September 24th – September 30th with a \$25 late fee will be added to your account.

The first course you will take each quarter will be held on Saturdays from 9am – 1pm.

The second class you will take each quarter is arranged with your University coach. You will be assigned a coach who will schedule dates, at your convenience, to meet with you (typically at your worksite). IT IS ESSENTIAL THAT YOU ENROLL IN CLASSES AS SOON AS YOU CAN. YOU MUST BE ENROLLED IN ORDER FOR ME TO ASSIGN A COACH TO YOU.

Fall Quarter 2015

EDLD 6860 (3706) Develop an Inquiring Community (1 unit) Dailey
Class Meetings: **9/26, 10/10, 11/7, 12/5**
EDLD 6817 (3464) Assessment, Mentoring & Support Practicum (3 units) Dailey
Future quarter enrollment information:

Winter Quarter 2016

EDLD 6865 Focus on Learning (1 unit) Dailey
Class meetings: **1/30, 2/20, 3/19**
EDLD 6818 Assessment, Mentoring & Support Practicum (3 units) Dailey

Spring Quarter 2016

EDLD 6870 Professional and Organization Development (1 unit) Dailey
Class meetings: **4/23, 5/21, 6/4**
EDLD 6819 Assessment, Mentoring & support Practicum (3 units) Dailey

Dr. Ardella Dailey
Tier II Program Coordinator, Educational Leadership Department

Dr. Peg Winkelman
Chair, Educational Leadership Department

Last modified at 8/26/2015 by

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Email Archive Detail

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To:
From: credentials@csueastbay.edu
Date:
Subj: Document Reminder Email

Dear

Thank you for submitting the department application for the Educational Leadership programs at Cal State East Bay for Fall 2016.

We have reviewed your file and want to let you know that the following items (and their descriptions) are still needed for your complete application. Please note the **deadline to apply to the university is June 15, 2016**. If you have not already done so, please apply via www.csumentor.edu before the deadline. The document deadline is July 15, 2016.

MISSING ITEMS:

Graduate/Completer
Contact Information

2 Year Admin Svc Experience	Administrative Services Internship, Preliminary or Certificate of Eligibility requires a minimum of three years full-time teaching or services experience verified on form CL-41 signed by the designated school district personnel. The form can be found at: http://www.ctc.ca.gov/credentials/leaflets/41-EXP.pdf .
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Additional Comments: Preliminary issued prior to 7/1/2015. Must submit updated verification of 2 years experience as an Administrator by the completion of your program in June 2016 after grades are posted. We will attempt to apply for the Clear Credential at the end of the first (1st) year of the program.

If you believe that there is a discrepancy in our records, please do the following immediately:

1. Reply to this email (do not change the subject line).
2. In your email, provide: your name and the discrepancy.
3. The CSSC will respond to your email with our updated findings.

If our information is correct, please turn in (mail or hand-deliver) the missing items by the document deadline.

Final Reminders

You must meet both department and university admissions requirements in order to begin the program. You will receive a separate email regarding the department admissions decision. The university will mail to you a letter regarding your university admissions.

If You Are No Longer Interested In Our Program

Please reply to this email (do not change the subject line) with a request to cancel your department application and no further action would be needed from you. All department admissions documents are retained in our office for up to one year. For a copy of any document, please review the [Request for Contents in a Credential File](#)³ form found on our website. You will need to contact the Graduate Admissions Office to cancel your university application, gradprograms@csueastbay.edu with a message like, "Please withdraw my ___(summer, etc) 20___ application for the ___program, I no longer wish to be considered for admission."

First name, last name NET ID

Thank you for your interest in Cal State East Bay for your credentialing preparation plans!

Sincerely,
Credential Student Service Center
(510) 885-2272

Links

1. <http://www20.csueastbay.edu/about/visitor-information/maps-campus-locations>
2. <https://my.csueastbay.edu>
3. <http://www20.csueastbay.edu/ceas/cssc/files/docs/cssc-office-form-request-for-documents-in-credential-file-fillable.pdf>



Email Archive Detail

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To:
From: credentials@csueastbay.edu
Date:
Subj: Applying for your Credential (Tier II)

Congratulations!

Educational Leadership Tier II Candidates (completing the 1 year program):

As you complete your coursework for your credential, you will also need to submit your credential application for the Clear **Administrative Services Credential**. The Credential Student Service Center will start accepting applications for Spring Quarter 2016 completion on Wednesday, June 1, 2016, provided you are certain all of your requirements will be completed as of Spring Quarter 2016.

The official issuance date of your credential will be June 11, 2016.

Requirements for the Clear Administrative Services Credential

Candidates must satisfy all the following requirements:

1. Possess a valid Preliminary Administrative Services Credential.
2. Verify a minimum of two years of successful experience in a full-time administrative position in a California public school, nonpublic school, or private school of equivalent status, while holding the Preliminary Administrative Services Credential. Full-time service means service for a minimum of four hours per day for at least three-fourths of the total days in the school year. Substitute or part-time service does not apply.

Please have the designated person in your HR department at your school district complete form CL-41 EXP (verification of experience form) to verify the two years administrative services experience requirement. See enclosed link. <http://www.ctc.ca.gov/credentials/leaflets/41-EXP.pdf>

3. Completion of an approved Administrative Services Credential Induction Program.

If you have completed requirements 1 - 3 above you can apply for the Clear Administrative Services Credential. The Clear Administrative Services Credential is valid for five years but is limited by the expiration date of the prerequisite credential.

Documentation we should already have on file:

When you applied to the program you should have submitted verification of your Preliminary Administrative Services credential and a copy of your Basic Skills (CBEST) requirement, you will not need to re-submit these items unless they are missing and we will notify you as we're processing your application.

Enclosed please find the link to the application for Clear Administrative Services Credential.

<http://www20.csueastbay.edu/ceas/cssc/files/docs/cssc-credential-application-processing-app--receipt-2015%20Fillable.pdf>

Please note: For the program you are completing, you must apply for Administrative Services Clear Credential by June 30, 2017.

Applications will be processed as soon as we can verify that all requirements are complete and final grades have posted. Final grades for Spring Quarter 2016 are expected to be posted on June 20, 2016. This is the date the Credential Student Service Center anticipates processing credential applications. The Credential Student Service Center will be processing applications on a rolling basis daily. We ask for your patience during this peak period.

Future completion dates:

Summer Quarter 2016 Completers:

Credential applications will be accepted beginning Tuesday, September 6, 2016.
The official issuance date of your credential will be September 2, 2016, or the date your last requirement is completed.

Final grades for Summer Quarter 2016 are expected to be posted on September 12, 2016. This is the date the Credential Student Service Center anticipates processing credential applications.

Fall Quarter 2016 Completers:

Credential applications will be accepted beginning Thursday, December 1, 2016.

The official issuance date of your credential will be December 9, 2016, or the date your last requirement is completed.

Final grades for Fall Quarter 2016 are expected to be posted on December 19, 2016. This is the date the Credential Student Service Center anticipates processing credential applications.

Congratulations and Best wishes!

Credential Student Service Center

[\(510\) 885-2272](tel:5108852272)